



GRANTS AND CONTRACTS COMMITTEE

Tuesday, November 7, 2017

9:00 A.M. – 10:00 A.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

DRAFT MINUTES

The Grants and Contracts Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Tuesday, November 7, 2017 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Matthew Isiogu, Chairperson, Telephone	Lori Masseur, Telephone
Jamie Edgin, Telephone	Cindy Findley, Telephone
Monica Cooper, Telephone	John Black, In Person

Members Absent
David Copins

Staff	Guests
Erica McFadden, Executive Director Lani St. Cyr, Staff Marcella Crane, Staff	

A. Call to Order/Welcome

Chairperson Matthew Isiogu welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 9:07 A.M. Roll call and participant introductions were completed.

B. Minutes from October 23, 2017

Chairperson Matthew Isiogu asked members to review the minutes and asked for a motion to accept the minutes. Motion was made by Monica Cooper; seconded by Jamie Edgin. The motion carried.

C. Budget Recommendation

Matthew Isiogu gave an overview of the Budget Recommendation created to outline the proposed projects and funding under the goal areas of the Council. It separates the goals, objectives, activity, vendor, targeted result, as well as the funding to be allocated by grant year. Matthew focused attention on the surplus amounts of \$175,000 in FFY17 and \$300,000 in FFY18 that is available for funding new projects. The hope is to identify new projects through the Request for Information (RFI) process.

The question was asked about how often the Budget Recommendation would be updated and who would see the document. It was determined that it would be updated twice a year in the Fall and the Spring/Summer to coincide with the RFI and Solicitation processes, so that Committee members can see what funding is available and what may need to be obligated by the end of the federal fiscal year. The thought is the Budget Recommendation will be shared with both the Grants and Executive Committees and will be shared with the Full Council at the discretion of the Executive Committee Chair. There was a request to adjust the graphical depiction of the administrative budget to only reflect the operating admin costs rather than both the operating and program admin costs. This adjustment will be made prior to sharing with Executive Committee members and be ready for the Full Council meeting on November 17, 2017. No action was taken on this item.

D. Unsolicited Proposals

Marcella Crane reviewed the revisions that were made to the draft Unsolicited Proposals Policy based on the suggestions from the October 23, 2017 meeting. Committee members determined that staff would be responsible for identifying any unsolicited proposals to be put forward for the Committee to consider funding. There was further discussion regarding the language around funding for existing contracts and which Committees would make the final decisions regarding unsolicited proposals and whether or not they should go to the Full Council. No action was taken and this item was tabled with the request for staff to revise the language for a vote at the next Grants meeting.

E. Request for Information (RFI)

Marcella Crane reviewed the Request for Information (RFI) Policy with the goal to release the RFI/s on an annual basis between September and November. She then reviewed the draft RFI Form to be used. There was further discussion regarding creating a cover letter to further identify the goal areas/activities the Council would like organizations to focus on. The letter will clarify if an organization wants to do multiple projects they will need to submit multiple RFIs.

There was additional discussion regarding whether the proposals should identify other funding being received and if Council funding would be supplanting this funding. It was explained that the RFI would be used as a tool to gather ideas for Solicitations and that contracts will not be formed from the submissions we get. It will be a tool to help guide the Council for the future funding of projects. There was also a suggestion to specify the number of pages for specific questions if we want to focus the attention to target the responses in certain areas. The Committee made a recommendation to approve the RFI policy and to

table the vote on the RFI Form and have staff revise the language as well as develop a cover letter to go with the form. A motion was made by Monica Cooper to approve the RFI policy and was seconded by Lori Masseur. The motion carried

F. Request for Bid

Marcella Crane and Erica McFadden discussed the draft Request for Bid for an Economic Analysis to be completed to help facilitate increasing employment outcomes for people with disabilities. They reviewed the purpose of the bid and the tasks to be completed. The Council is looking for a Doctoral level researcher to complete the economic analysis and the staff is researching state vendors to release the bid to. The Committee expressed their agreement with the project and showed interest in the developmental disability demographic information to be gathered. It was explained that the information to be gathered would focus primarily on the adult population and be centered on employment; however, there would be future opportunities for the Council to do research in the future. Matthew Isiogu called for a motion to approve the Request for Bid. A motion was made by Monica Cooper, seconded by Jamie Edgin. The motion carried

G. Adjourn

Matthew Isiogu, Chairperson called for a motion to adjourn the meeting at 10:07 A.M. A motion was made by Jamie Edgin to adjourn; motion seconded by Monica Cooper.